

**NAME** **COMMUNITY GRANT POLICY**

**DATE OF ADOPTION** **Administration Committee – November 2, 2009**  
**Council – November 9, 2009**

**COUNCIL MINUTE NO.** **Administration Minute No. 2009.123**  
**Council Minute No. 2009.24.18**

**1. PURPOSE:**

Loyalist Township acknowledges the efforts of the local volunteer community and believes that many services, events or projects are best provided through the volunteer efforts of local community organizations. Community Grant funding demonstrates Council's commitment to working with community organizations without eroding their strength and independence and encourages organizations to work toward financial self sufficiency. The Community Grant program provides financial assistance to not-for-profit, volunteer community organizations to provide direct services, events or programs to the benefit of the residents of Loyalist Township.

This policy establishes eligibility requirements and the application process. Applicants are further encouraged to pursue other opportunities for financial support.

This policy does not extend to the use of the Bath Reserve Fund.

**2. ELIGIBILITY CRITERIA:**

The following may be eligible for a Loyalist Township Community Grant:

Not-for-profit or volunteer based organizations within Loyalist Township or the County of Lennox and Addington delivering programs, events or services to the residents of Loyalist Township. Regionally based organizations must provide details demonstrating how their service will directly benefit the residents of Loyalist Township.

**3. FUNDING CATEGORIES:**

- a) Recreation/Leisure is defined as those organizations offering athletic or leisure opportunities not offered by the Municipality
- b) Civic is defined as those organizations providing events or services promoting the Loyalist Township which could be expected to bring economic and/or public relations benefit to the Municipality
- c) Social is defined as those organizations offering a specific service (other than recreational/leisure) to residents of the Municipality, which is not considered to be the responsibility of another level of government.

#### **4. PURPOSE OF GRANT:**

Grants may be provided to eligible applicants as defined above, for:

- General operating and capital expenses up to a \$1,000 maximum
- Activities/events generally occurring within municipal boundaries; or
- For programs, activities and events addressing a community need or contributing to the positive image of the municipality

The Community Grant Program is not intended to provide funding:

- In excess of \$1,000
- To organizations with a political mandate, such as citizen ratepayers associations
- To individuals
- To organizations that provide services or programs that are the responsibility of another level of government
- To organizations not in good financial standing with Loyalist Township
- To organizations that make donations; or
- For debt repayment

#### **5. COMMUNITY GRANT APPLICATION:**

Applications are available from the Odessa Municipal Office or the Municipality's website. Completed applications are due by December 1 for consideration in the annual budget process. Late submissions will be accepted pending the availability of funds.

- a) Applications will be accepted only from organizations with an elected executive and one of: A constitution, a mission statement, or a statement of purpose
- b) All requests for funding must be accompanied by a fully completed "Community Grant Application" and must be forwarded to the Finance Department.
- c) Applications must be legible, completed in full, signed and include all required documentation.
- d) Successful applicants may be required to submit a year end accounting of all grant dollars received from the Municipality.

**6. ADMINISTRATION OF COMMUNITY GRANTS:**

- a) The Director of Finance will receive grant applications and will review together with the Recreation Director for inclusion in the annual budget.
- b) The budget for Community Grants will be provided in the annual Recreation Programs budget and a listing of the grant applications will be provided to Council for information during the budget review.
- c) A new request for a grant will be highlighted for Council's information.
- d) The Recreation Director will recommend the amount of grant by organization including a recommendation, if any, to increase the base budget provision to provide for requests in excess of available budget.

REVISION NO. \_\_\_\_\_

DATE \_\_\_\_\_

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